



Participation Request – Family Provider

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Complete this form and return to your YoungStar Regional Office as determined at:

<http://www.dcf.wisconsin.gov/youngstar/providers.htm>

Today's Date (mm/dd/yyyy)		Provider Number
Name – Program		
Location Number		Facility Number (if applicable)
Name – Family Child Care Program Owner		
Name – Child Care On-Site Provider (if different from Owner)		
Address – Child Care Program (Street, City, Zip Code)		County –Child Care Program
Telephone Number	Cell Phone Number	Fax Number
Email		
Number of Children Currently Enrolled	Ages of Children Enrolled	

All regulated programs will receive a minimum of one star, but in order to obtain two or more stars, programs must be in compliance with licensing or certification rules. Programs that demonstrate quality practices will earn more points toward higher star ratings. Child care program will have access to the following services upon receipt of a completed Application for YoungStar Participation Request and a Wisconsin Shares Participation Contract:

- Explanation of quality rating.
- Technical assistance and / or coaching sessions to work on collaborative quality improvement change plans with defined steps for program enhancement.
- Annual YoungStar quality rating determination.
- A clearly defined process for addressing significant questions about a child care rating.
- Access to research-informed materials and evidence-based practices.
- Telephone and email availability to answer questions and respond to concerns.
- Financial micro-grant resources to programs receiving technical assistance with verified and current quality improvement plans to purchase materials, resources, and professional development opportunities that have been identified to achieve quality improvement goals.
- Ongoing access to training, technical assistance and support opportunities from local training and technical assistance providers including CCR&R, Wisconsin Early Childhood Association, Cooperative Educational Services Agencies and

Child Care Program commits to:

- Sign a Wisconsin Shares Contract with the Department of Children and Families indicating that the child care program is aware of child care attendance reporting requirements, Wisconsin State Statutes and Administrative Rules and Operations Memos governing child care, and will meet and follow all Wisconsin Shares attendance reporting requirements, refrain from making any misrepresentations of his / her YoungStar rating, and ensure that attendance is reported accurately and timely.
- Review of and compliance with policies laid out in the [Wisconsin Shares Subsidy Policy Guide for Child Care Providers](#) .
- Provide accurate and timely information on The Registry Program Profile: <http://www.the-registry.org/Program-Profile/>. Up-to-date lead teacher and classroom information must be identified in The Registry Program Profile. This information is used for accurate YoungStar Rating determination. **Programs that want to earn star ratings higher than a two-star, must participate in The Registry.**
- Update the Registry Center Profile when there is lead staff change and / or turnover. If the staffing turnover impacts the star level awarded, the program must notify the YoungStar Regional Office within ten (10) days.
- Provide notification to the YoungStar Regional Office within three (3) days if any of the following conditions occur: Director Turnover, 50 percent of lead staff turnover during the twelve (12) months following the YoungStar rating decision, or the program is identified as out of YoungStar regulatory compliance.
- Provide accurate information and authentic documentation of items requested for rating.
- Accept the star rating that is received and build a Quality Improvement Plan based on the technical assistance received and / or observation findings and desired areas for improvement.
- Provide time for technical assistance, rating observation and / or coaching sessions including consultation with classroom teachers / director if requested. Programs must actively engage in technical consultation to be eligible for micro-grants.
- Intentionally and actively participate in quality efforts to improve program quality.
- Operate the regulated child care program for a minimum of three (3) additional years in order to receive micro-grant resources, and quality improvement technical assistance supports. The program agrees to notify their YoungStar Regional Office within 30 days of closing and return all items purchased through the YoungStar micro-grants if these conditions are not met.
- Keep communication flowing about needs, interests, barriers, and scheduling issues when technical assistance is requested.

Accountability and Reporting

Individual child care programs will partner with YoungStar Regional Offices. YoungStar Regional Office staff are mandatory reporters for concerns of child abuse and neglect, just as child care program staff are mandatory reporters. In the event that there is a practice that is in place that is observed by a consultant while the consultant is on-site that endangers children, the consultant will draw your attention to the issue and will also be required to report this issue to the appropriate authorities.

I request the following support from the YoungStar Regional Office (choose one):

- ☐ A. I do not wish to have any technical assistance and do not want a Technical Consultant to come visit my program. **I understand that by selecting this option, my program CANNOT earn more than two stars and WILL NOT be eligible for a micro-grant.**
- ☐ B. I would like a Technical Consultant to visit my program and rate it. I understand that by selecting this option, my program can earn up to five stars.
- ☐ Additionally, I would like someone to provide one-on-one technical assistance to help me get ready for this rating and/or to help me improve my program.
- ☐ C. My program is accredited by the City of Madison (Satellite) or the National Association for Family Child Care (NAFCC) and I would like a rating of **four or five stars** based on this accreditation and my educational qualifications.
- ☐ Additionally, I would like someone to provide one-on-one technical assistance to help me improve my program.

Valid Accreditation Type	Valid Dates
--------------------------	-------------

- ☐ D. My program receives funding through Head Start. Providers should choose this option if they provide any amount of Head Start programming. Stand-alone Head Start programs should also choose this option. **Stand-alone Head Start programs will receive a rating of five stars.** For programs that provide both child care and Head Start services, eligibility for technical assistance will be determined on a case-by-case basis.

As a YoungStar program participant, I certify that my program:

- Is currently licensed by the State of Wisconsin, or certified within Wisconsin.
- Has received information and understands YoungStar program responsibilities, and agree to meet all YoungStar requirements.

SIGNATURE – Authorized Representative for Child Care Program

Date Signed

For YoungStar Regional Office Use Only

Date Received	Initials	Complete?	Date Processed	Initials
---------------	----------	-----------	----------------	----------